

## **APPROVED MINUTES**

### **Adult Education Advisory Committee Meeting August 10, 2005 - 10:00 a.m. to 1:00 p.m. Room 241**

**Present:** Sandi Grant, Paula Oakey, Norman Nakamura, Jeff Galli, Herb Clark, Suzette Hudson, Cindy Krueger, Wayne Mifflin, Loma Prince, Edith Mitko, Hector Mendiola, Nate Southerland and Gail Burningham

**Excused:** Shauna South, Mary Ann Parkinson, James Andersen, and Don Uchida

**Welcome:** Paula welcomed the committee members and everyone in attendance introduced themselves as well as stated who they represented.

#### **Approval of the Minutes**

The Minutes for July 13, 2005 were reviewed, and under the section of Quality Standards for English Language Acquisition two changes were made that read as follows: *Shauna discussed the need for standardization regarding adult education curriculum. Progress has been made in GED, High School Completion and ESL, but there needs to be more on the ABE standard components.*

Suzette Hudson made a motion to approve the minutes as amended, and Herb Clark seconded the motion. The minutes were unanimously approved.

#### **Follow up on the Federal Audit**

Jeff reviewed several preaudit activities which involved Adult Education sending large boxes of requested documents to Washington. This information initiated questions from Washington and we learned that four people including Cheryl Keenen, Director of the U.S. Department of Adult Education, (instead of three) were coming at the prospect of things being so bad. However, upon their arrival it was soon indicated that it had been 20 years since any federal people had been to Utah, and that no one was at fault regarding violations of rules and being out of compliance.

The auditors were here for three days, did a whirlwind tour, visited six sites (some impressive, others not), met with Adult Education staff the first and last day, pointed out necessary changes to get into compliance, and indicated they would be sending an official letter of findings within 45 days. We in turn will need to respond as to how the changes will be made. (It was indicated they will return in a year to see if we have complied.) The staff was complimented for their desire and willingness to work at getting Adult Education back into compliance. Some of the issues that were addressed are listed below:

- **The MIS System** - Cheryl was impressed by what had been done in such a short time, but indicated it didn't look like it could serve the state until some of the bugs were worked out. Washington will send some people to help and give input. Our system is different to the other systems that only do URAED reports. Our system is a huge umbrella that covers transcripts, credits, and looks like a school system. (Very complex) Cheryl indicated Utah only has a year to get in compliance and hopefully it will be more user-friendly and what people like.

- **Policies and Procedures** - (depending on what version) was confusing and contradictory. We will have to revamp everything so everyone will be using the same rules
- **Financial Issues** - Paying for the GED Administrator out of federal money should not be allowed. It has to come from a different source.
- **Allowable Costs** - Districts/programs are using money for things that are not allowed. We will have training with the feds (conference call) and they will go over what allowable costs are so we can help the districts, and revamp their budget sheets and program narratives.
- **Discontinue Mini Grant Process** - Mini grants will not be allowed any more. Auditors questioned why districts requesting \$18,000 only received \$15,000. It was discovered the state held back \$650,000 to award mini grants, and some districts received more in mini grants than their original request. Jeff's impression is that from now on, the grants will be awarded in the full amount.
- **Administrative Costs** - Auditors pointed out that some districts had surpassed the 95 percent for direct services. **Loma indicated a red flag needs to be put out to all districts prior to submitting their budgets.** There was concern that immediate clarification needs to be given to the districts so they can be in compliance as they prepare for the school year. Jeff agreed that it was urgent to contact the districts and would get a letter out. Budget issues and policies could also be addressed at the directors/coordinators' meeting scheduled for September 20th.
- **Various Testing Concerns** - Question was raised as to why TABE 9-10 was not being used, (behind due to money) and why there wasn't a single ESOL test to be used. Jeff told the committee he would send out an inquiry as to what tests were being used in the districts. The feds indicated they liked Best Plus and comment was made that use of a single test would make the MIS System easier. Jeff also indicated that the tests can be provided directly from the State Office or be built directly into the grants.

**Following Jeff's summary there were several questions and comments.**

- It was indicated that if new policies are being adapted, the directors may be overwhelmed with what they need to relearn. It was suggested that the Policies and Procedures should be part of the agenda at every quarterly meeting.
- Question was asked how to categorize revenue from enrollment and if it has to be documented.
- Jeff indicated the audit will make us be more responsible regarding funding distributions, site visits and program reviews.
- Jeff is checking whether or not the Utah State Office of Education will pay for travel. Maybe districts can work it into their grants.
- There was brief discussion regarding federal cuts and other states' funding and resources.
- Suggestion was made to put a section of "Most Frequently asked Questions" in the Policies and Procedures Manual.
- Sandi Grant cited some federal recommended policies to support professional development for adult education practitioners taken from the PD Policy Update 7/29/05. (Document can be obtained from the web or the State Office of Education.)

- It was suggested that the Policies and Procedures Manual should be updated every year at the training for new directors as well as distributing to the other directors.
- In reference to how often testing should take place, the feds recommended that whatever the manufacturer indicated should be fine. If there are problems following the recommendation, stay as close to it as possible.

## **Review Schools to Career Model**

Shauna was out of town and designated Cindy Krueger to distribute the handouts she provided for committee members, and address this message. However, Cindy indicated this model had come prior to her time and she had not been involved in it. She felt better to table this item until Shauna returned. Comment was made that it was a good model with good results.

Further discussion indicated that the Department of Workforce Services is implementing new policies that will reinforce the importance of education in preparing people for self-sufficiency instead of focusing only on employment or finding a job. Comment was made that all directors should become more active with the Department of Workforce Services. There was brief discussion regarding a graphic chart so that people would know where the workforce regions are. Also brief discussion of separate guides to look at and hours for students took place.

## **Questions and Answers**

Jeff distributed copies of the questions and answers that the State Office had requested and received from the districts. He indicated the Q & A issue came about due to a concern that the State Office didn't know consistent answers to give. (There seemed to be people that didn't know anything, or people that knew something but didn't ever get things straight.) The questions and answers will be reviewed for the appropriate and relevant ones to go into the Policies and Procedures Manual. One of the most-asked questions is "What is an Enrollee?" Jeff mentioned it would be good to create a written or video presentation for inservice training.

## **Lunch**

Hector Mendiola gave a PowerPoint presentation of how to teach Latinos a computer program from a satellite in Mexico. The program is designed to encourage students to enroll in the university and be treated as international students.

## **Update on Adult Education Coordinator's Position**

Jeff announced we are pleased to have Marti Kelly hired as the new Coordinator for the Utah State Office of Education, Adult Education. She will begin September 6, 2005. There was brief discussion regarding her qualifications and experience.

## **Discussion of Subcommittees**

The committee postponed this Agenda item until James Andersen returned.

## **Other Business**

- A Pakistan Celebration has been scheduled at the old South High School about 5:30 pm. The program is not scheduled to start until 7:00 p.m. There are two sets of invitations, and the tickets are available. The entertainers are beautiful and talented.
- The UEN Steering Committee is looking for a Director at the district level to represent Adult Education on their Committee.
- The UAACCE Conference will be held October 17- -18, 2005 in Ogden, Utah. They are presently looking for presenters. Please contact Sandi Grant (801) 538-7844 if you have any questions or suggestions.
- Sandi Grant discussed committee member terms and open seats. There are a couple of open seats, "Faith-based and Community," and "At Large." We have two or three people who have voiced interest. It was indicated that we need to obtain Bios from the interested parties, and have them emailed to the Advisory Committee members for review and discussion at the next meeting.

## **Agenda Items for September's Meeting**

- Review School to Careers Model
- Committee Member's Terms and Open-seats
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## **Adjourn**

Paula Oaky called for a motion to adjourn the meeting. Wayne Mifflin moved to adjourn the meeting, and Suzette Hudson seconded the motion. All were in favor, and the motion passed. The next meeting will be held on September 14, 2005 from 10:00 a.m. to 1:00 p.m. in Room 241.